



<b>Date Posted</b>	<b>April 28, 2016</b>
<b>Announcement Number</b>	MCC-16-RFQ-0128
<b>Title</b>	Industrial Real Estate Advisor
<b>Position information</b>	Full-Time, Personal Services Contractor (PSC) One-year base (2,087 hours per year), renewable for up to four years at the sole discretion of the government
<b>Pay band</b>	<b>3a (\$55.10-\$78.35/hr.)*</b>  <b>*In lieu of fringe benefits, the PSC may receive a pay supplement. For additional information, please see section titled “Benefits”.</b>
<b>Closing date for questions</b>	<b>May 19, 2016</b> no later than 10:00am EDT
<b>Application deadline</b>	<b>May 26, 2016</b> no later than 10:00am EDT
<b>Who may be considered</b>	All applicants will be considered (must be eligible to receive a security clearance)
<b>Duty location</b>	PSC’s home of record and MCC eligible countries. As noted in the position responsibilities, most of the PSC’s work is expected to take place in Morocco.

Note: more than one position may be filled under this announcement

The **Millennium Challenge Corporation** (MCC) is a United States government-owned corporation created in 2004, whose mission is to provide grant assistance to support economic growth and poverty reduction in select developing countries with a demonstrated commitment to just and democratic governance, economic freedom, and investments in their citizenry. To receive assistance, eligible countries are required to enter into a public agreement (Compact) with MCC that includes a plan for achieving shared development objectives and the responsibilities of each country in achieving those objectives. Our model is defined by core principles of selectivity, country ownership, transparency, and a focus on results.

Our values identify who we are and what is important to us. Our Values are CLEAR: Embrace Collaboration, Always Learn, Practice Excellence, Be Accountable and Respect individuals and ideas. MCC’s values define how we behave on a daily basis, both as individuals and as an institution, in pursuit of our mission. They guide how we make decisions, set priorities, address challenges, manage tradeoffs, recruit and develop staff, and work together with our country partners and stakeholders.

MCC is authorized to contract with an individual as a personal services contractor (PSC) under the authority of section 614(a) (8) of the Millennium Challenge Act of 2003 (MCA).

The newly approved \$450 million Morocco Employability and Land Productivity Compact will support two Moroccan Government priorities: high-quality education for employability and increasing land productivity. This compact will be implemented by an entity established by the Government of Morocco (GoM) specifically for the compact, MCA-Morocco.

By improving the policy and institutional environment and engaging the private sector, the Employability and Land Productivity Projects will address both the supply and demand sides of the labor market. Both projects take a targeted approach to developing and demonstrating new models, and building capacity so that those models can be replicated and scaled up post-compact.

The Land Productivity Project, which includes three activities, will increase land productivity and investment in Morocco by enabling rural and industrial land markets to better respond to investor demand and by modernizing the legal and institutional framework related to land and property rights. The Land Governance Activity will support development of a national land governance strategy and will finance implementation of the strategy's key priority activities. In rural areas, the Rural Land Activity will help develop a faster, fairer, and scalable process to facilitate Morocco's current efforts to move the country's collective arable land into the hands of smallholder farmers to improve land productivity. The Industrial Land Activity support investment reform and governance of industrial land and will develop a new model for industrial zone development using public-private partnerships (PPP) to stimulate private sector engagement and investment in the industrial land sector. Through demonstration projects and transaction financing, the activity will facilitate PPPs to ensure that development and management of industrial land responds to the market. The Ministry of Commerce, Industry and Digital Economy, along with relevant local authorities, will be key counterparts for MCA-Morocco on the Industrial Land Activity.

### **SCOPE OF POSITION**

This position is intended to focus primarily on the Industrial Land Activity. MCC seeks a consultant with demonstrated experience and expertise in industrial real estate, public-private partnerships and industrial zone development to support the successful implementation of this activity.

A personal services contract is different from non-personal services Government contract, which establishes an independent contract relationship. Under a non-personal services contract, the contractor or employees of the contractor are subject to the technical direction but not the supervision of the MCC. As defined by the Federal Acquisition Regulation (FAR) 37.104, a personal services contract is characterized by the employer-employee relationship it creates between the Government and the personal services contractor (PSC). Thus, the PSC is subject to the relatively continuous technical direction, supervision, and control of the MCC. PSCs may be assigned inherently governmental duties (see FAR 7.502). By law and by the contract's terms, the PSC is subject to most of the laws, rules, and regulations applicable to the direct hire employee such as MCC regulations regarding conflict of interest, applicable security requirements, and financial disclosure. However, under the MCC personal services contract authority, PSCs are not employees for purposes of laws administered by the Office of Personnel Management (OPM). The following elements apply to this contract:

- (1) The duty location is Morocco and includes MCC eligible countries and the PSC's home of record.
- (2) Principal tools and equipment will be furnished by the Government.

- (3) Services are applied directly to the integral effort of agencies or an organizational subpart in furtherance of assigned function or mission.
- (4) Comparable services, meeting comparable needs, are performed in the same or similar agencies using civil service personnel.
- (5) The need for the type of service provided can reasonably be expected to last beyond 1 year.
- (6) The inherent nature of the service, or the manner in which it is provided, reasonably requires directly or indirectly, Government direction or supervision of contractor employees in order to—
  - (i) Adequately protect the Government's interest;
  - (ii) Retain control of the function involved; or
  - (iii) Retain full personal responsibility for the function supported in a duly authorized Federal officer or employee.

Please see Addendum I, MCC 52.237-70 Personal Services – General Terms and Conditions (JULY 2012), for additional information applicable to personal services contract.

**PLEASE NOTE:** This contract shall be awarded solely to an individual(s), not to a firm. The individual must have an active DUNS # and a fully approved and active record in the System for Award Management (SAM). **The approval of your record in SAM may take a few weeks.** **Therefore, you must be registered in SAM before submitting your application.**

#### **KEY REQUIREMENTS**

- Must be able to obtain and maintain a facilities access clearance
- Performance in Morocco. Relocation expenses will not be paid
- Overseas travel may be required (e.g., to MCC headquarters or MCC eligible countries).
- Statement of Employment & Financial Interest (i.e. Office of Government Ethics form O G E - 450, or similar statement) may be required
- Active and approved SAM record (listed as sole-proprietor)

#### **DUTIES**

MCC's \$127 million Industrial Land Activity in the Morocco II Compact is an ambitious program aimed at reforming the Government of Morocco's approach to industrial land development. The Activity will include the establishment of a Center of Expertise for Industrial Land Development (CEILD) in Morocco to provide the expertise required to demonstrate and institutionalize a new model for industrial land development. It will also finance the revitalization/expansion of approximately two existing industrial zones and the development of approximately two new zones. The Activity will also include a financing facility to support projects that are consistent with and will help advance the market-driven model, including, but not limited to, financing of revitalization or development of other industrial zones. The Industrial Real Estate PSC is being hired to provide technical and project management support to the MCC Morocco Country Team and oversight and support to MCA-Morocco, in coordination with the GoM, to implement this program. **Specifically, in collaboration with the MCC Morocco Country Team, this PSC will:**

- Provide oversight and support to MCA-Morocco, relevant Ministries, MCC consultants and other implementing partners to assure timely, high-quality implementation of the Industrial Land Activity
- Serve as MCC's principal in-country liaison in Morocco with implementing partners in relation to the Industrial Land Activity and facilitate communication between those partners and the MCC Morocco Country Team
- Provide close oversight over, and, as appropriate, technical guidance to support, the establishment and operations of the implementing structure, the CEILD, which will have responsibility for implementation of the Industrial Land Activity
- Provide oversight and support to the multiple PPP transactions for the demonstration industrial zones
- Perform field inspections, as required, for ensuring high-quality implementation of the Activity
- Oversee and reinforce the reform component of the Activity, working with the CEILD, the Ministry of Industry, and other stakeholders, as required, to ensure achievement of the Activity's intended institutional and policy impacts
- Coordinate with other donors, investors and international institutions supporting development of or investing in industrial zones in Morocco
- Although the Industrial Real Estate PSC's primary responsibilities will be in relation to the Industrial Land Activity, the PSC may also be called upon from time to time to serve as a link between MCC's Morocco Country Team and implementing partners in Morocco in relation to the Land Project more generally, including the Governance and Rural Land Activities.

## **DELIVERABLES**

Deliverables are associated with the tasks identified in DUTIES to include reports as required by the Contracting Officer Representative (COR).

The PSC will provide a monthly progress report as a regular deliverable. Monthly progress reports will consist of the following format to measure the progress of each task:

Task: XXXXXX

Status: XXXXXXXX

Recommendations: XXXXXXXX

Monthly reports are due the first workday of each month. The PSC also will produce other reports and analyses as requested by MCC.

Deliverables will be considered "draft" upon initial receipt. Drafts will be reviewed and accepted or concerns raised/comments provided within two weeks of receipt. The PSC shall appropriately address MCC's concerns and provide final deliverables within one week of receiving the MCC response.

In addition to monthly progress reports, the PSC will submit biweekly timesheets on a schedule and format

determined by MCC. Timesheets will include a list of hours worked per compact or country program, along with a brief description of the tasks undertaken for each program during the pay period.

The PSC also will produce other reports and analyses as requested by MCC.

### **QUALIFICATIONS REQUIRED**

Applicants must meet all the qualification requirements, including education and all qualifying specialized experience described below by the closing date of this announcement. Desired qualifications will be considered only once all education and qualifying specialized experience requirements are met. Please clearly demonstrate that you possess the following:

#### **Qualifications:**

- Minimum of a bachelor's degree, advanced degree preferred, in business, engineering, finance, real estate, law or other related field.
- Demonstrated experience managing and/or advising on a large \$10M+ project, ideally in a developing country.
- Demonstrated experience in commercial real estate transactions, ideally, but not necessarily, with specific experience in the development, operation, management and maintenance of industrial zones.
- Demonstrated experience in project finance or public-private partnerships as a project developer, investor or advisor with success in developing, negotiating and closing bankable transactions, strongly desired.
- Demonstrated experience with institutional and policy aspects of industrial zone development, strongly desired.
- Demonstrated experience implementing projects in a high pressure, politically charged environment.
- Demonstrated experience working in developing countries, with experience in Morocco or the Middle East North Africa region desired.
- Professionally proficient in French and English, strongly desired.

NOTE: All experience must be well-documented on your resume and within your application. All aspects of your application must specifically show how you meet the QUALIFICATIONS REQUIRED.

### **COMPENSATION**

PSCs for the services of individual experts or consultants are limited by the Classification Act. In addition, the OPM has established requirements which apply in acquiring the personal services of experts or consultants in this manner (e.g., benefits, taxes, conflicts of interest):

This is a full time position and thus, the maximum number of hours allowed is 2,087 per year. The contract will have **four** one-year option periods that may be exercised at the sole discretion of MCC.

The pay range for this position is **\$55.10-\$78.35 per hour**, inclusive of Washington, DC locality pay. Final compensation will be negotiated within this pay range based upon the successful candidate's salary history, work experience, and educational background. An hourly labor rate above this pay range will NOT be entertained or negotiated. Candidates who live outside of the Washington, DC area may be

considered for this contract. Relocation expenses and housing will be negotiated before award.

MCC issues W-2s to the PSC. For U.S. citizens and legal resident aliens, MCC makes the employer contribution to FICA and Medicare for the PSC. MCC withholds FICA, Medicare, federal tax, and state tax on behalf of the PSC. The PSC is not eligible for the Foreign Earned Income Exclusion.

**Benefits:**

Under the MCC personal services contract authority, PSCs are not employees for purposes of laws administered by OPM, such as Federal retirement benefits and health and life insurance. As such, the PSC is not eligible for participation in the Civil Service Retirement System or the Federal Employees Retirement System. Moreover, the PSC is ineligible to receive Federal Health and Life Insurance or participate in the federal Thrift Savings Plan.

Notwithstanding the above and if requested by the PSC before the award of a contract, the PSC may receive a pay supplement of up to 15% of the employee's direct labor cost in lieu of fringe benefits. Please note that for evaluation purposes, MCC will take into consideration your proposed labor rate and any requested pay supplement in lieu of fringe benefits.

The full time PSC earns sick leave, annual leave, and holiday pay.

The full time PSC working at MCC Headquarters in Washington, DC is eligible for parking or transit subsidy, subject to the availability of funds.

**Travel:**

The PSC is subject to the Federal Travel Regulations and MCC travel policies and procedures to the same extent as MCC direct-hire employees.

**REQUIRED DOCUMENTATION**

Interested applicants must submit all required documents to include, but not limited to:

- Completed and signed Biodata Form;
- Curriculum vitae or resume (limit 10 pages);
- A written narrative of up to five pages clearly describing relevant experience and knowledge of each of the qualification requirements,
- No less than three and no more than five professional references with current contact information;

**NOTE:** Submittals shall be in accordance with the INSTRUCTIONS TO APPLICANTS. Please ensure that applicants' most recent contact information (telephone numbers and e-mail address) are accurate. Any other documentation will not be accepted.

**Delivery:**

Electronic submission is required. Electronic application packages shall be submitted by e-mail to [MCCPSC@mcc.gov](mailto:MCCPSC@mcc.gov) and [brooksac@mcc.gov](mailto:brooksac@mcc.gov). Submission shall reference the position title AND the announcement number on the subject line of the e-mail. Electronically submitted packages must include a scanned signature on the Bio-data form to be considered.

MCC does not accept responsibility for delays in transmission or receipt of any application. Applicants are responsible for submitting the application package so as to reach the designated Government office

by the closing date and time specified above. Applications received after the closing date and time will not be considered, unless there is acceptable evidence to establish that it was indeed received by the Government installation prior to the time and date specified in this announcement. Receipt of an application in response to this announcement does not constitute an award commitment. The U.S. Government will not reimburse any costs incurred in the preparation and submission of an application. Any submission is at the sole risk of the applicant.

**Questions:**

Any questions regarding this announcement should be submitted in writing via email only (no phone calls) to [MCCPSC@mcc.gov](mailto:MCCPSC@mcc.gov) and [brooksac@mcc.gov](mailto:brooksac@mcc.gov) before the deadline as given on p.1.

Submission of applications to this announcement must be received before the deadline as given on p.1.

**INSTRUCTIONS TO APPLICANTS**

The QUALIFICATIONS REQUIRED are the basis for evaluating all applications. Applicants must separately address each listed qualification requirement and demonstrate how s/he meets each. Unless stated otherwise, all qualification elements will be weighted equally.

- (a) Qualified individuals must submit a completed and signed Biodata form. Please ensure that you provide a current, valid e-mail address and telephone number for notification purposes. The Biodata form must be fully completed including a proposed hourly rate & signed for the application to be considered.
- (b) Qualified individuals must be registered in the [System for Award Management \(SAM\)](#) before submitting the application. Candidates without a SAM registration may be rejected.**
- (c) Qualified individuals must submit a resume (or a curriculum vita) which clearly demonstrates their education, experience, knowledge, and skills and abilities as they relate to the qualification elements. Resume must indicate: the earliest possible start date for the applicant; as well as formal title, and duration (start date / end date) for each listed position. Resume is limited to 10 pages and must not contain a photo or any salary information.
- (d) Describe your experience and knowledge in regards to the qualification requirements in no more than five pages (page = 8 ½" x 11" paper; 11 point font or larger; double sided pages count as two pages). Clearly demonstrate how your prior experience is either relevant or directly related to the duties of this position as listed under DUTIES. The responses should describe specifically and accurately what experience, training, education and/or awards you have received that are relevant to each factor. Cite specific examples where appropriate.
- (e) Qualified individuals must submit no fewer than three and no more than five professional references, who are not relatives or family members. Submitted references MUST include current information, as follows:
  - 1. Name of reference
  - 2. Applicants' relationship to reference
  - 3. Title of reference at current job
  - 4. Reference current telephone number (work or personal)

## 5. Reference e-mail address (work)

- (f) Applications must be signed and received prior to the closing date and time specified above to be considered for this position.

To ensure consideration of applicants for the intended position, please reference the position title and announcement number on the subject line of your submission email, on supporting documentation and any cover letter.

**SELECTION PROCESS**

In order to be considered for the position, a candidate must meet the qualifications listed above. Consideration and selection will be based on a panel evaluation in accordance with the **QUALIFICATIONS REQUIRED**. In addition to the materials listed above, applicants are strongly encouraged to write a cover letter, not to exceed one page, to highlight their suitability for this position. The cover letter is NOT included in the required written narrative.

All applicants will be evaluated based on the documentation submitted, the applicant's evidence of the above qualification requirements, performance in a potential discussion/negotiation session, if conducted, and information provided by references, if contacted. All applicants will receive one of three scores for each of the required and desired qualifications: Does Not Meet, Meets, or Exceeds. MCC reserves the right to call the highest qualified candidates for an interview and/or conduct a reference check on those individuals.

Applicants are strongly encouraged to ensure the work history portion thoroughly documents the duties, responsibilities, and accomplishments that are directly related to this position in order to verify specialized experience. Errors or omissions may affect your evaluation.

The U.S. Government & MCC is not obligated to make an award or pay for any costs associated with the preparation and submission of a proposal in response to this announcement. Award of this contract is contingent on availability of funds. MCC reserves the right not to award any contract as a result of this announcement.